APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES OFFICE OF ADMINISTRATIVE SERVICES RECORDS MANAGEMENT UNIT

	npleting this form contact DHR Records Management Unit, 4 56-4976 GIST: 221-4983	47 Trinity Avenue, Atlanta, Georgia							
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2. Person to Contact Diane Champion	Working Title Administrative S	X							
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#6 Division and Office Function (continued)

The Budget Services Office has the responsibility for provicing planning and technical assistance to managers and planners for meeting the expectations of the Federally funded comprehensive health planning programs, and to support the Management Team in Department-wide planning projects. This office also provides a central authority in the Department to uniformly develop, interpret, manage, and provide assistance in the administration of the Department budget; provides information; maintains a listing of fiscal resources; and acts in the capacity of liaison with the Regional and National Offices of Health and Human Services on Federal Fund projections.

#7 Included Are (continued)

Conference Committee Budget Appropriations; Quarterly Estimates of Expenditures (Federal Budget Estimates for Programs); Health and Human Services Quarterly Statement of Expenditures for State Using Single Letter of Credit, (Financial Status Reports); Projected Expenditures Listing; Budget Analyzation and Comparison Ledger Sheet; Analysis Summary Sheet; Block Grants Funds Financial Summary; Personal Services Projection Ledger Sheet; related documents and correspondence.